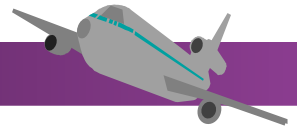
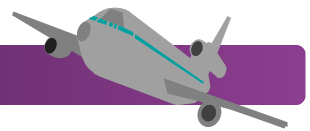
Defense Travel System



Command Decisions

Ms Kay Anderson-Hager
(703) 607-1498, ext. 26
25 Feb 99

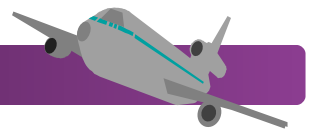
What You Need To Do To Be Ready For DTS



Defense Travel Administration

- **Personnel**
  - **Train personnel**
  - **Develop local structure**
  - **Establish procedures for loading organizational data**
- **Finance**
  - **Train personnel**
  - **Establish and load budgets for each AO**
- **Help Desk**
  - **Develop local structure**

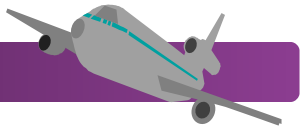
What You Need To Do To Be Ready For DTS



Resource Management Officer

- **Coordinate appointment of Authorizing Official (AO)/Certifying Official (CO)**
- **Coordinate CO training**
- **Coordinate with local union**
- **Based on command decision, establish budgets at appropriate levels**
- **Provide functional QAE**

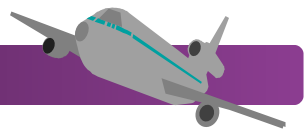
What You Need To Do To Be Ready For DTS



Authorizing/Certifying Official

- **Develop structure**
- **Appoint CO in writing IAW Service policy**
- **Train CO IAW Service policy**
- **Train AO/CO on DTS**
- **Designation of Self-Authorizing Official**

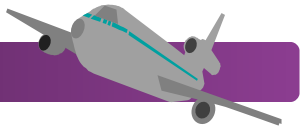
What You Need To Do To Be Ready For DTS



Transportation Officer

- **Provide functional QAE**
- **Review procedures for centrally billed accounts**
- **Review procedures for group movements**
- **Review procedures to monitor policy compliance**
- **Certifying officer training**

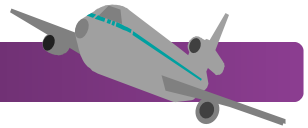
What You Need To Do To Be Ready For DTS



Training

- Schedule LRAs for class
- Schedule DTAs for class
- Schedule AO/Traveler trainers for class
- Develop training schedule for
  - AOs, Frequent travelers, other travelers
- Identify QAEs for training

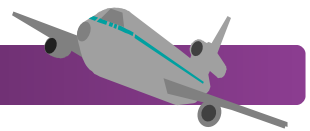
What You Need To Do To Be Ready For DTS



Information Management

- **Assess local networks to determine how organizations will access DTS (client/server, web, telnet)**
- **Assess NIPRNET capabilities to support DTS**
- **Determine speed and bandwidth of connections and transport medium**
- **Provide functional QAE**

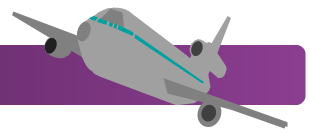
What You Need To Do To Be Ready For DTS



Digital Signature Certificates

- **Designate and train LRAs**
- **Ensure LRA Workstation operational 60 days prior to DTS fielding**
- **Identify organization responsible for developing digital signature list**
- **Approve candidate list before sending to LRA**
- **LRA provides authorized list of names to Certification Authority**
- **Suggested priority for issuing certificates**
  - **DTAs**
  - **Frequent Travelers**
  - **AOs**
  - **Other Travelers**

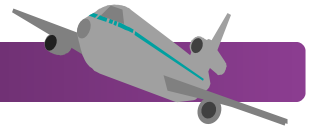
What You Need To Do To be Ready For DTS



Deployment Team Implementation Process

- **Make initial contact telephonically w/POCs**
- **Identify sites w/hardware shortage or problem**
- **Establish Outreach Program coordinator**
- **Provide in-brief to command elements**

What You Need To Do To Be Ready For DTS

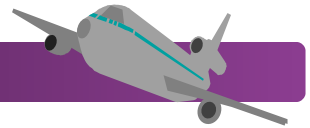


- **Verify on-ground situation**
- **Software installation**
- **Complete Post-Implementation Checklist**
- **Provide outbrief to command elements**
- **Provide follow-up telephonic contact with site**

Break-Out Sessions: What you need to tell the group

- **Describe the structure of your DTA Hierarchy.**

- **At what level are your DTA and AOs within your service and agencies?**



Questions